

Instructions for Filling Out the I-9 Form, the W-4 and the CT W-4

Follow these instructions carefully, if these forms are not filled out correctly, it will DELAY DELIVERY OF FIRST PAYCHECK !

I - 9 Form Instructions: (this form is to prove that you are a U.S. Citizen).

- Section 1 - **Employee fills out** completely, signs and dates it.
- Section 2 - **Supervisor fills out** completely, examines employees documents and makes copies of documents required.
- **ACCEPTABLE DOCUMENTS** for the **COMPLETION** of the I-9 are on the **BACK of the I-9 FORM**.
- Use either **1 from list A OR 1 from List B AND List C**.
- **SUPERVISOR**, when filling out **Section 2 of I-9**, complete information on list B and List C by writing in **Document Title, Issuing Authority, Document # and expiration date**.

W-4 Form Instructions: (Complete W-4 form so that your employer can withhold the correct amount of federal income tax from your pay).

- **Employee fills out line 1 through 5 and line 6 only if applicable.**
- Line 5 of W-4, claiming # of allowances - (**Claiming 0** - most taxes will be taken out) (**Claiming 1** - least amount of taxes will be taken out of your check)
- It is **highly unlikely that a person qualifies for exemption** (line 7) You **cannot** claim exemption from withholding if (1) your income exceeds \$650 and (2) another person can claim you as a dependent on their tax return.

CT W-4 Form Instructions: (Complete CT W-4 so that your employer can withhold the correct amount of CT Income tax from your pay)

- **Employee fills out line 1 through 5 (note: CT W-4 uses LETTERS A-D, not #'s).**

DIRECT DEPOSIT – The Town is now making it mandatory to have your paychecks deposited directly to your checking/savings account. This saves on paper, man-hours and mailing costs. *You may not deposit into another person's (parent) account. Please return the last form to the Parks & Recreation Office or Fairfield Human Resources. You must attach a blank, voided check or a copy of transit routing number and savings account number for verification of Account (obtained by from your bank)..

Personnel Forms Instructions

New _____
 Returning ___ EMP # _____

Each **new and returning employee** must fill out completely (in ink).

1. **Town of Fairfield Application (must have a new one on file each year)**
2. **W-4 Form**
3. **CT W-4**
4. **I-9**
5. **Social Security Statement**
6. **Premiere Advantage Retirement Savings Plan (New Employees Only) NOT OPTIONAL**

SUPERVISOR: See helpful tips on back of this page for filling out **I-9, W-4 and CT W-4.**

The hiring supervisor must examine the supporting documents from the I-9 Form and sign where asked. Supervisor should also check both W - 4 forms to make sure they were done correctly.

Please **PHOTO COPY all forms** as well as supporting documents (Social Security Card, License or Passport) and send originals to The Fairfield Parks & Recreation Department at least one day prior to start date and prior to submitting payroll hours.

SUPERVISOR, please complete the following:

1. Employee's Name: _____ Phone Number: _____

2. Start Date: _____

3. Rate of Pay - \$ _____

4. Payroll Account: (Check One) Rate
- | | | |
|---------------------------------------|----------------------|---|
| _____ Penfield Custodian/Boat/Lockers | 01007030 51070 | _____ Pay Type 110 |
| _____ Penfield Party Att. | 01007030 51070 | _____ Pay Type 838 |
| _____ Recreation | 01007050 51070 | |
| _____ Recreation TRUST | 12407050 51030 | Project _____0 See Below for Job Class Code Circled |
| _____ Recreation Youth Grant | 12507050 51020 | |
| _____ Beaches and Lifeguards | 01007070 51070 | See below For Job Class Codes Circled |
| _____ Parks – Beach Stickers | 01007070 51070 | |
| _____ H.S.R. Clubhouse/Range | 01007113 51070 20000 | See below for Job Class Codes circled |
| _____ H.S.R. Maintenance | 01007113 51070 | |
| _____ PAR 3 | 01007111 51070 | See Below for Job Class Codes circled |
| _____ PAR 3 Maintenance | 01007111 51070 | |

5. POSITION: _____

JOB CLASS CODES

GOLF

OTHER

ADD TO PAYROLL GROUP

TS16 Pro Shop Cashier	TS18 Rec. Program Director
TS12 Starter	TS20 Rec. Program Asst. Dir.
TS10 Ranger	TS22 Rec. Program Staff
TS14 Carts	TS24 Rec. Program Attendant
TS17 Range Cashier	TS55 Rec. Soccer
TS54 Picker	TS56 Rec Pre- K Soccer
TS42 Maintenance	TS57 Rec Basketball